



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF PROGRAM SUPPORT

John A. Stephen  
Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-4624 1-800-852-3345 Ext. 4624  
FAX: 603-271-4782 TDD Access: 1-800-735-2964

Mary Castelli  
Senior Division Director

Dear Applicant:

Enclosed is an application package for licensure as a child care program. This package includes a copy of the NH Child Care Program Licensing Rules, an Application, a Household & Personnel List Form, a Criminal Record Release Authorization Form, a Child Care Personnel Health Form, a Life Safety Compliance Report, a Health Officer Inspection Report and a Zoning Verification Form.

The New Hampshire Child Care Program Licensing Rules mandate that **ALL LICENSING MATERIALS BE SUBMITTED TOGETHER IN ONE PACKAGE**. Any application package that is missing any of the required items will be returned to the applicant.

In accordance with RSA 170-E:6, programs licensed solely as school age programs and which are located in currently operating public or private schools are exempt from the requirement to provide documentation of approval pertaining to fire, health and zoning.

He-C 4002.07(a) of the NH Child Care Program Licensing Rules, mandates that a new, renewed or revised license or permit will not be issued to any program that has one or more uncorrected violations of critical rules. Critical rules are those that the department has determined, if violated, have the highest potential to jeopardize the health, safety or well being of the children in care. Therefore, to avoid a delay in the issuance of your new permit, it is mandatory that you be in compliance with all critical rules.

For specific information about licensing requirements you should carefully review the NH Child Care Program Licensing Rules. This will familiarize you with what is expected of a licensed child care program. Pay particular attention to section 4002.07 regarding critical rules, since non compliance with critical rules can result in fines, or denial, suspension, or revocation of a license or permit.

In this packet you will also find a list of the required licensing forms with a column for you to check off each item as it is completed. In addition to submitting the required application materials, you must have available for the licensing specialist's review, a copy of your **CURRENT water test results**, as required in He-C 4002.17 (a)(5), and documentation that ensures that **during all operating hours** there is at least 1 staff person present who has **CURRENT certification in first aid and CPR** as required in He-C 4002.21(f) and (g).

Upon receipt of complete application materials, licensing staff will visit your child care program to review the licensing rules with you, and to evaluate your compliance with licensing rules. If you have a specific start date in mind for operating a child care program you should try to submit your application as soon as possible to allow this office time to process the application, visit your program and issue your permit. Statute requires that within 120 days from the date all required materials are received, the department will schedule a licensing inspection and approve or deny the application. You should be aware, however, that new applications are a priority with the Bureau of Child Care Licensing, and that if an applicant is in compliance with licensing rules, licensing staff will do all that they can to expedite the licensing process.

Please note that, effective October 15, 2004, the New Hampshire Department of Safety has implemented a \$15.00 fee to cover the cost of conducting criminal history records searches. However, because of concerns raised by the Department of Health and Human Services regarding the impact on child care providers, the Department of Safety has agreed to charge \$7.50 per individual record request. Therefore, in order for your application to be considered complete, you must include a check or money order payable to: State of NH – Criminal Records, for \$7.50 times the number of criminal record checks requested. Without this payment, your criminal record checks cannot be processed by the Department of Safety.

I recommend that you contact the licensing coordinator for your area early in the planning stage and keep them posted regarding your plans and progress so that you can work together to avoid any delays and to minimize problems. If you have any questions regarding the information enclosed, or you wish to touch base with a licensing coordinator you may call 1-800-852-3345, extension 4624 or 271-4624.

Sincerely,

Wendy Kessler  
Bureau Chief  
Bureau of Child Care Licensing

WK:mlb  
Enclosures

Before mailing, check off each item below to make sure you have included all required licensing application materials:

For more detailed information regarding the information required on each form, please refer to pages 6 through 12 of the NH CHILD CARE PROGRAM LICENSING RULES.

- ☐ 1. An **APPLICATION** must be completed in full and include dated signatures of applicant/provider/center director.
- ☐ 2. A **HOUSEHOLD AND PERSONNEL LIST** listing all child care personnel age 16 years and older, all other individuals age 16 and older who will have daily contact with the children enrolled in the program, and all household members age 10 years and older.
- ☐ 3. A **CRIMINAL RECORD RELEASE AUTHORIZATION FORM** - for each individual age 17 and older who is listed on the household and personnel list. Each individual's form must be notarized. **Please include a check or money order payable to: State of NH – Criminal Records, for \$7.50 times the number of criminal record checks requested. Without this payment, your criminal record checks cannot be processed by the Department of Safety.**
- ☐ 4. A **CHILD CARE PERSONNEL HEALTH FORM** - documenting that the family child care provider, or in center based programs, the center director has had a physical examination and TB test completed within the 12 months preceding the date the application is received by the department.
- ☐ 5. A **LIFE SAFETY COMPLIANCE REPORT** - documenting inspection and approval by the local fire inspector or State Fire Marshal's office within the 12 months preceding the date the application for licensure as a child care program is received by the department, including the date of inspection, the dated signature of the inspector any limits regarding the maximum number of children and range approved. The applicant should be sure that this form is fully completed by the fire inspector prior to submitting it to the Bureau. Note: Not required for programs licensed solely as school age programs and which are located in a currently operating public or private school.
- ☐ 6. A **HEALTH OFFICER INSPECTION REPORT** - documenting inspection and approval by the local health department or health officer, within the 12 months preceding the date the application for licensure as a child care program is received by the Department, including the date of the inspection, the dated signature of the inspector, and any limits regarding the number of children approved. The applicant should be sure that this form is fully completed by the health inspector prior to submitting it to the Bureau. Note: Not required for programs licensed solely as school age programs and which are located in a currently operating public or private school.
- ☐ 7. **ZONING VERIFICATION** - documenting that the program is in compliance with local zoning ordinances, indicating that approval has been granted or that no zoning action is required. Documentation must be signed and dated by a person who is authorized by the city or town to sign zoning documents and should include any limits regarding the number of children, agency types, or age range of children, placed by zoning officials. **APPLICANTS FOR LICENSE RENEWAL** who have previously submitted zoning documentation and have made no changes to their maximum capacity, agency types, building or property are not required to submit zoning verification with each renewal application. Note: Not required for programs licensed solely as school age programs and which are located in a currently operating public or private school.
- ☐ 8. **DOCUMENTATION OF EDUCATION AND EXPERIENCE FOR THE CENTER DIRECTOR** - all applicants for a license to operate a center based program must submit documentation such as transcripts, certificates, degrees, resume, etc., to verify that there is an center director who meets the minimum qualifications specified in He-C 4002.32(r) for school age programs and He-C 4002.32(n) for all other center based programs.
- ☐ 9. **DOCUMENTATION OF EDUCATION BEYOND HIGH SCHOOL FOR ANY FAMILY CHILD CARE PROVIDER WHO IS UNDER 21 YEARS OF AGE**, as required by He-C 4002.37 (b).